

PM Buyer Change Order Process

Change orders – PM Buyer

Change orders should comply with financial policy 02-300. A “Change to Purchase Order” form (change order) must be approved for the cumulative commitment amount of the associated purchase order. The monetary approver of a change order must have a monetary approval authority level equal to or greater than the cumulative commitment amount. Furthermore, the approver’s authority must be for the cost center against which the original purchase order was charged.

To clarify, the approval will be based on the purchase order cumulative amount -- not the cumulative amount of the shopping cart, as there may be multiple PO's associated with the cart. The Requisitioner can ascertain this information from the shopping cart with the check status transaction.

The Requisitioner should complete the approved change order form in compliance with the below change order form requirements. Once all the valid information is populated on the change order form it should be attached to an e-mail and sent to the appropriate cost center approver. Additionally, if the original shopping cart approver is different due to a higher cumulative value of the cart than the PO, the original cart approver must be copied on the change for information purposes. Their approval is not required on the change.

The Approver will review the change order and make any necessary corrections to the change order request. Once the request meets the approver's approval, the approver, not the requester, must forward the e-mail to the responsible purchasing professional.

Purchase order changes that DO REQUIRE a change order form submission:

- Quantity Change
- Price Change
- Adding new items
- Cost Center Change

Purchase order changes that DO NOT REQUIRE a change order form submission:

- Delivery date change
- Requisitioner name change
- Delivery address change
- Adding attachments

The Change order form required fields:

- Name of the Original Shopping Cart
- Purchase Order number
- Vendor Name (i.e. Wallace)
- Action of change (i.e. add, cancel, modify)
- Description of what is being changed (qty, price, etc.)
- New total of shopping cart
- Correct monetary approval for cost center in which the shopping cart was placed against
- Account Assignment in SAP R3 format
- Purchase order deletion
- Deleting purchase order line items

Purchasing Responsibilities:

- Verify change order form has proper monetary approval
- Make changes to the purchase order
- Communicate necessary changes to the supplier
- Attach change order document to purchase order in SAP R/3 unless otherwise stated in Records Retention policy or by departmental management.